



Travel and Conference Fund (TCF)

Purpose

PhUS believes in financially supporting students to pursue opportunities that benefit the applicant in their growth as a future pharmacist and to promote and represent the profession of pharmacy. The fund is dedicated to assisting individuals who express financial need to attend conferences, seminars or other events, including travel. This fund excludes events that are not open to all pharmacy students or that are for-profit.

Please note: Funds will be utilized with the non-binding, guiding principles that no more than 50% of the fund be spent in a single semester and that this fund be allocated in a way that maximizes the benefits for all PhUS members, including each pharmacy year and/or class, and club.

Criteria

A student may only apply for the Travel and Conference Fund once per semester, and may only be awarded once during their degree. All applicants must be UBC students and PhUS members in good standing at the time of the application, and during the period of travel/event. Applications must be **received by PhUS council by the selection deadline**. The amount of the awarded subsidy is set at \$100 to equitably maximize the number of proposals funded.

Students should make their best possible effort to exhaust all other sources of funding, including but not limited to the faculty's professional development fund.

Competition, sponsorship and award winners who receive funding are not eligible to apply.

Funding is provided under a reimbursement model; applicants must keep all receipts related to their expenses. All receipts will be reviewed, partial or no reimbursement may result if the expenditure cannot be justified.

Application Process

Download and complete the PDF application form and submit it to your year representative.

Applications for conferences between April 1st - September 30th of a given year are due September 30th at 5:00 PM. Applications for conferences occurring between October 1st - March 31st will be due March 1st at 5:00 PM.

When finished, please complete the following:

- Save the file using the following filename format:
 - TCFApplication – Your Name – DD.MM.YY.docx
 - eg. TCFApplication – Simon Zhou – 13.08.16.docx
- Attach the file to an email with a subject entitled "TCF Application Submission"
- Email the completed document to your respective year representative

If you have any questions about the process or requirements of funding requests, please do not hesitate to contact the Vice President Internal (in person or at internal@ubcpus.org).

Selection Process

A selection committee, led by the VP Internal and comprised of all year representatives and general councillors, will review all applications and will recommend the application for approval



by the PhUS General Council on a case-by-case basis. All applicants will be informed of the status of their application at the end of the review process.

Applications fulfilling the **criteria** may be submitted up until the specified deadlines. Following receipt of the application:

- 1) A completed copy will be distributed to all selection committee members and an ad-hoc meeting will be scheduled to review the application
- 2) The selection committee will recommend applications fulfilling the criteria for approval by the PhUS General Council and be made as an agenda item at the next scheduled meeting
- 3) A vote by all attending council members (quorum must be met, one vote per general council member), will determine whether the application is approved for the lottery selection
- 4) Upon approval, the application will enter the lottery pool until the set lottery draw date
- 5) On the lottery draw date, applications will be randomly drawn from the the lottery pool for the application period
- 6) Both unsuccessful and successful applicants will be notified of the results

Applications will be reviewed on the following:

- Meeting the above criteria
- Need for funding
- Level of professionalism
- Benefit to constituency

Form 1 - Applicant's Information

Name	
Student Number and Year	
Mailing Address	
Telephone Number	E-mail
Name of Event	
Location	



Start and End Date(s) of Event	Number of Participants (Projected/Known)
Brief Description of Use and/or Events	

Form 2 - Supplementary Documentation

Please attach the following documentation to this application form:

- An itemized budget including revenues and expenditures
 - Revenue
 - List amount and source of revenue
 - Disclose other funding received from faculty, sponsor and/or club
 - Expenditures
 - List all costs
 - Size of shortfall
- An outline no more than one page containing the following information:
 - The nature and purpose of this event and how it may benefit you and other pharmacy students
 - How this opportunity contributes to long-term professional development goals
 - Brief description as to what the funding will be used towards
- A follow-up report no more than one page summarizing the event and reflecting its contribution to your professional development must be submitted to PhUS Council **NO LATER than 1 month after** the event has taken place

All or portions of this report may be made available in select PhUS publications, including but not limited to, the PhUS website and to serve as an example to future applicants. Funding will be contingent upon receipt of this information.

Terms of Agreement

I agree to abide by the terms and conditions as stated in this application. The information submitted is true and correct to the best of my knowledge. I understand that failure to comply to the rules outlined above will result in discontinuation or suspension of future funding for myself and/or the associated parties involved.

Name: _____ Signature: _____

Date: _____